

Therapist Officer
Career/Promotion Preparation Checklist

Name: _____

Date: _____

Purpose: To provide a **self-administered guidance checklist** for Therapist Category Officers to be promotion competitive. Recommend reviewing this list at least every 3-6 months, and when you receive a promotion notification.

Disclaimer: Additional policies and guidelines may be published before an updated version of this form is released. Agency specific policies are not reflected in this checklist.

Promotion Information Report (PIR)

Comments

1. Items under <i>General Information</i> are accurate.	Y	N	N/A	
2. Items under <i>Creditable Service</i> are accurate	Y	N	N/A	
3. All COERs are reflected accurately under <i>COER History</i> .	Y	N	N/A	
4. All authorized awards are reflected accurately.	Y	N	N/A	
5. All assignment history information is reflected accurately.	Y	N	N/A	

Electronic Official Personnel Folder (eOPF)

Comments

1. All COERs documents listed and accurately scanned.	Y	N	N/A	
2. Current PIR is on file.	Y	N	N/A	
3. Current CV (less than 1 year old and formatted per recommended template) is on file.	Y	N	N/A	
4. Current Credential Certificates are on file.	Y	N	N/A	
5. Accurate and current award authorization is on file.	Y	N	N/A	
6. Completed training/education documents are on file. (eOPF CEU Summary Sheet as well as supporting certificates of completion)	Y	N	N/A	
7. Special Skills & Outside Activity documents are on file.	Y	N	N/A	
8. PHS Supporting Documentation such as “Thank You” and “Appointment” letters and others are on file.	Y	N	N/A	
10. All personnel orders are on file.	Y	N	N/A	
11. All insurance information are accurate, current & on file.	Y	N	N/A	
12. All appointment information is on file.	Y	N	N/A	
13. Security clearance information is on file.	Y	N	N/A	
14. Officer’s Statement is accurate and on-file.	Y	N	N/A	

Curriculum Vitae (CV)

Comments

1. Make sure the summary does not exceed 2 pages.	Y	N	N/A	
2. CV formatted in font size 11 or 12 and Times New Roman	Y	N	N/A	
3. All authorized awards are listed (Ref: Manual Circular 372).	Y	N	N/A	
4. Educational information is accurately listed – school, degree type, and year obtained.	Y	N	N/A	
5. Certifications/Credentials are clearly listed and year obtained.	Y	N	N/A	
6. Collateral duties are clearly listed and years held.	Y	N	N/A	
7. Mobility (Geographic or Programmatic) information is clearly listed – location, agency assigned, and year of the move.	Y	N	N/A	
8. Each assignment description is listed, complete and accurate – month/years held, job title, agency, billet level of the position and rank held in the position	Y	N	N/A	
9. 3-5 bulletized descriptions of accomplishments including level of impact/ influence, and 1 bulletized description of responsibilities. Include detailed assignments.	Y	N	N/A	
10. Professional Association memberships listed and year held.	Y	N	N/A	

Curriculum Vitae (CV) (Continued)**Comments**

12. Leadership positions held are listed – title, agency/association, years held	Y	N	N/A	
13. Mentor Program activities – list number of protégé and years participated in program. Fax copy of Mentoring contract to eOPF.	Y	N	N/A	
14. Deployments listed – OFRD/Agency-specific deployments, agency deploying the individual, year of the deployment.	Y	N	N/A	
16. OFRD deployment readiness training completed and year that it was completed.	Y	N	N/A	
17. Business address, phone numbers, and e-mail information is accurate.	Y	N	N/A	
18. Pages are numbered.	Y	N	N/A	
19. Name, rank, credentials, category, and PHS# listed in the upper right hand header on each page is present.	Y	N	N/A	
20. Name, rank, credentials, PHS Serial Number, and date of CV is centered on the top of the 1 st page of the CV	Y	N	N/A	

Officer's Statement**Comments**

1. Completed properly and signed/dated.	Y	N	N/A	
2. Contact Reviewing Official to discuss Reviewing Official Statement (ROS) and due dates	Y	N	N/A	
3. Officer's Statement is on file in the eOPF.	Y	N	N/A	

PHS Readiness Standards**Comments**

1. Current physical examination within five years is completed and on file at DCP – Medical Affairs Branch, and documented on OFRD file.	Y	N	N/A	
2. American Heart Association Basic Life Support for healthcare providers, or American Red Cross CPR/AED for the Professional Rescuer is on file in eOPF and documented on the OFRD file.	Y	N	N/A	
3. Passed either physical fitness standards and is documented on the OFRD file; or workout documented on President's Fitness website	Y	N	N/A	
4. Current professional certification/registration is on file in eOPF and OFRD file.	Y	N	N/A	
5. Current height/weight and body mass index are recorded within the last year and in the OFRD file.	Y	N	N/A	
6. If applicable, a medical waiver, either temporary or permanent, is been authorized and is on file at OCCO MAB.	Y	N	N/A	
7. Recently logged into OFRD website within the last 3 months to update information. (Login at least once every 3 months)	Y	N	N/A	
8. Possesses all required uniforms.	Y	N	N/A	
9. Primary deployment role has been identified on CCRF website.	Y	N	N/A	
10. Completed OFRD training modules as required	Y	N	N/A	
11. Annual Medical History on file at OCCO MAB with your signature.	Y	N	N/A	
12. FAX Current immunization records to OCCO MAB using MAB fax form	Y	N	N/A	
13. Ensure that your PPD will not lapse during the promotion boards January to July time frame	Y	N	N/A	

Comments and suggestions may be submitted to the Chair, Promotion Preparation Subcommittee, Therapist Professional Advisory Committee at tarri.randall@ihs.gov